



CHANGE CONTROL PROCESS FOR THE RETAIL ELECTRICITY MARKET

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Date	Version	Reason for Change
27.09.21	V1.0	<p>Replacement for previous “Change Control Process for the Co-Ordinated Retail Electricity Markets” in light of System Separation in September 2021. Key changes:</p> <ul style="list-style-type: none">• Document renamed to Change Control Process for the Retail Electricity Market.• Removal of references to the ReMCoWG & ReMCoSG.

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1 Introduction

Following System Separation in September 2021, both the ReMCoSG and ReMCoWG were formally dissolved. This document reflects the new Change Control Process for the design of the Republic of Ireland retail electricity market.

2 Purpose of Document

The purpose of this document is to set out the change control arrangements that will govern the management of changes to the retail electricity market design as approved by the Industry Governance Group (IGG).

3 Definition of Terms

Term	Definition
<i>Commission for Regulation of Utilities (CRU)</i>	The Commission for the Regulation of Utilities is the independent energy and water regulator in the Republic of Ireland (formally known as CER).
<i>Retail Electricity Market Industry Governance Group (IGG)</i>	The IGG is the main group for the co-ordination and control of the retail electricity market design in the Republic of Ireland. The group is chaired by the CRU, with RMDS in the role of secretariat. All retail market participants such as electricity suppliers, ESB Networks, Eirgrid and the independent Market Assurance body (as observers) are represented on the group.
<i>Retail Market Design Service (RMDS)</i>	The Retail Market Design Service is the 'ring fenced' function within ESB Networks responsible for all aspects of the retail electricity market design on behalf of the Commission for Regulation of Utilities.
<i>Working Days</i>	Working days for this process are defined to be Monday to Friday excluding public holidays in the Republic of Ireland.
<i>Market Release</i>	A Market Release refers to the implementation of Market Change Requests which result in technical changes to the Market Schema Design. A prioritisation process will take place to agree the contents of a Market Release.
<i>Minor Market Release (MMR)</i>	An MMR caters for changes to market documentation or new market documents which do not affect the Schema. Minor Market Releases can take place each quarter.
<i>Market Schema Guide</i>	The Market Schema Guide (previously called the Co-ordinated Baseline) consists of the Market Messages, Data Definitions and Data Codes. The Market Schema Guide components are contained on separate tabs in a single

	Excel spreadsheet file available on the RMDS website.
<i>Code Change Request (CCR)</i>	<p>A CCR is defined as changes to non-enumerated fields and non-conformances within the Market Schema Guide.</p> <ul style="list-style-type: none"> • Non-enumerated (Non-Schema validated) codes/fields that already exist in the retail market design. These coded values can be implemented outside of a market release by the DSOs. • Non-conformances are mistakes such as spelling, missing text and inaccuracies in the market design documentation. <p>CCR's are defined as being Non-Schema impacting.</p>

4 Scope of the Process

This change control process will be used to manage all Discussion Requests (DRs) and the relevant subset (as determined by RMDS in accordance with the process set out in this document) of Market Change Requests (MCRs). In addition, this process will be utilised for managing Code Change Requests (CCRs).

Discussion Requests (DRs) can be categorised into the following 2 categories:

- Retail Electricity Market Schema Design related requests which, subject to detailed impact assessment and approval, may result in a change to the Market Schema Design (Schema Impacting).
- Requests which may impact on the market design documentation but will not impact on the Retail Electricity Market Schema Design (Non-Schema Impacting). Non-Schema impacting DRs will also be subject to detailed impact assessment and approval.

Code Change Requests (CCR) can be characterised by:

- Changes to non-enumerated data items in the Market Schema Guide
- Changes to non-conformances in the Market Schema Guide
- Non-Schema impacting

The Market Schema Guide consists of 3 components: Market Messages, Data Definitions and Data Codes. The Market Messages component consists of all of the agreed Market Message structures, including data item-level details such as schema name, optionality and data formats. The Data Definitions and Codes components consist of definitions for all of the data items in the agreed schema and, where data items have associated coded values, a list of all codes, their descriptions and in which jurisdiction(s) they are valid.

The Retail Market Documentation also includes Market Messages, Market Message Guides, Market Procedures, Briefing Documents and Working Practices.

5 Related Documents

This document should be read in conjunction with the following Governance documents related to the electricity retail market in the Republic of Ireland:

- Governance Arrangements for the Industry Governance Group (IGG)
- Retail Market Release Prioritisation Process
-

6 Administration of the Process

RMDS is the Design Administrator for the Retail Electricity Market Design and the associated Change Control Process.

7 Change Control Process for Discussion Requests and Market Change Requests

7.1 Parties Authorised to Raise a Discussion Request (DR)

The CRU, Market Participants or RMDS may initiate a change to the market design documents covered by the change control process.

The list of authorised parties may be revised by the agreement of the IGG.

7.2 Purpose of Discussion Request (DR)

The purpose of the Discussion Request concept is as follows:

- Provide a mechanism for all authorised parties to raise matters related to the design and operation of the Retail Electricity Market for discussion at the IGG.
- Seek to optimise the number of formal impact assessments required to be completed by Market Participants by providing a mechanism for the request to be discussed at industry level prior to the investment of time in the completion of formal impact assessments.

7.3 Raise Discussion Request (DR)

- The first step in the change control process is for the initiating party – the Request Originator - to raise a Discussion Request via the “Raise a Discussion Request Form”, available on the RMDS website – <http://rmdservice.com/>
- Discussion Requests should be submitted no later than 10 working days before the meeting of the in-person IGG, unless otherwise agreed. Market Participants can refer to the calendar function on the RMDS’s website to view future IGG meetings.
- Requests received after that date will be held over to the next IGG cycle. An exception to this can only be made if the item to be brought is deemed extremely urgent and of significant importance by CRU and IGG. This could include items relating to an EU directive, a Regulatory decision or safety critical item. The item could be brought for discussion at the IGG but all reasoning behind the requirement for fast tracking must be documented.

7.4 Review & Classification of Discussion Requests by RMDS

Once the online Discussion Request is received RMDS will be responsible for:

- Populating the draft Discussion Request form (see Appendix 1). Where necessary RMDS will contact the Request Originator to discuss aspects that require additional input. The draft Discussion Request will not be amended without the approval of the Request Originator.
- Reviewing and classifying the Discussion Request for approval.
- Confirming priority of request in accordance with guidelines as set out in Appendix 3.
- Bringing the discussion request to the IGG for approval. RMDS will be responsible for ensuring that completed Discussion Requests are circulated by email to the IGG distribution list a minimum of 5 working days prior to the IGG meeting. The status of the DR will be set to “Issued”.

7.5 Publish DR & Maintain DR Registers

RMDS shall be responsible for maintaining and publishing – via the [RMDS website](#) – a register that includes the following for all Discussion Requests:

- Discussion Request Number
- Discussion Request Title
- Status
- Date Status Last Updated
- Link to a PDF copy of the latest version

7.6 Review Discussion Requests at IGG

At the IGG meeting all Discussion Requests shall be presented by RMDS with support as appropriate from the Request Originator. The DR will be given a status of In Progress, Withdrawn, Rejected or Approved.

- In Progress – if further clarifications or changes are required RMDS will update the DR and issue it out 5 days before the next IGG.
- Withdrawn – if the Request Originator, or the IGG, deems the DR to not be currently relevant or timely it may be withdrawn.
- Rejected – if the CRU decide that the DR should not be implemented.
- Approved – if the DR is approved it will be given a status of “Approved” and a Market Change Request will be raised to progress the Discussion Requests
 - The Market Change Request retains the same number that was allocated to its corresponding DR.

7.7 Raise a Market Change Request (MCR)

Once a DR is Approved, RMDS shall be responsible for ensuring that a Market Change Request is issued (via the IGG mailing list) to market participants 10 working days before the IGG meeting. The MCR will be given a status of “Issued”.

The Market Change Request shall take the form of additional detail added to the Discussion Request using the same template set out in Appendix 1.

Market Participants will be asked to submit an impact assessment to RMDS for both Schema and Non-Schema impacting MCRs before they are brought to the IGG for discussion.

7.8 Publish Market Change Request & Maintain Market Change Request Register

RMDS shall be responsible for maintaining and publishing – via the [RMDS website](#) - a register that includes the following for all Market Change Requests:

- Market Change Request Number
- Market Change Request Title
- Status
- Date Status Last Updated
- Link to a PDF copy of the latest version

7.9 Agreement of Recommendation by IGG

Following receipt of completed impact assessments, a draft recommendation will be discussed at the IGG where a consensus view will be sought.

Where a consensus is reached then the agreed recommendation of the IGG will be reflected in the minutes of the meeting and the MCR will be given a status of In Progress, Withdrawn, Rejected or Approved:

- In Progress – if further clarifications or changes are required RMDS will update the MCR and issue it out 5 days before the next IGG.
- Withdrawn – if the Request Originator deems the MCR to not be currently relevant or timely it may be withdrawn. The MCR could be open for resubmission and consideration at a later date.
- Rejected – if the MCR is not to be considered further it will be given a status of “Rejected”.
- Approved – if the consensus is to approve the MCR it will be given a status of “Approved” and the recommendation will be forwarded to the CRU for approval.

If the MCR is not subsequently approved by the CRU, the status of the MCR will be updated to reflect the new status and the IGG will be updated of the change.

Where a consensus is not reached then the issue can be escalated to CRU where a view will be sought.

If there is a Trading and Settlement code impact, then CRU will take the change request and the assessment will be put before the Modifications Panel for decision.

CRU will reserve the right to publish a Market Change Request and its associated impact assessment for public consultation, in which case the timeframe may be extended as directed by CRU to allow for responses. CRU will advise IGG of its decision.

If changes are needed to an MCR before it is implemented the MCR can be re-versioned and brought back to the IGG for approval. The version number of the MCR will increase each time it is re-versioned.

7.10 Implementation of Approved Change Requests

Once approved by the CRU, the Market Change Request becomes part of the prioritisation list for the next Schema Market release of the Retail Electricity Market Design. See “Retail Market Release Prioritisation Process” for more details.

In the case of an urgent or essential Market Change Request its implementation may be planned, with the agreement of CRU, outside of a Retail Market Release Prioritisation Process.

A non-Schema Impacting MCR may be implemented through a Minor Market Release, outside of a Schema Release.

Once an MCR is implemented the status will be updated to “Implemented”.

7.11 Fast-Track IGG approval for a Market Change Request

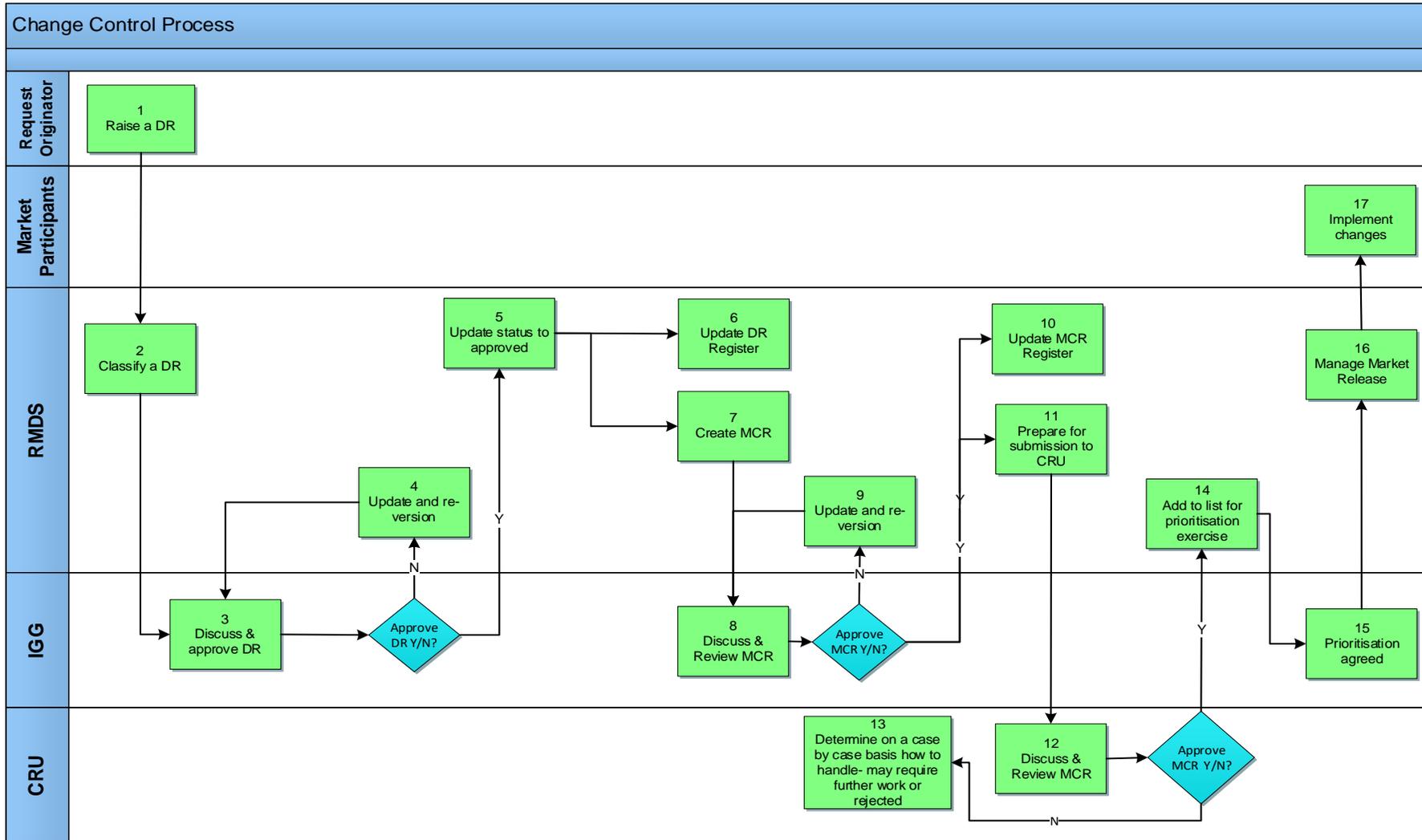
In certain circumstances where considerable discussion has already occurred with Market Participants steps 4 -10 of the Change Control Process (see Process Flow Diagram in 7.13 below) may be carried out during the same IGG meeting. This means that a Discussion Request can progress to a recommended Market Change Request without the requirement to wait until the following IGG meeting.

The requirement to fast track the Discussion Request approval is by exception only and can only be done by agreement with the participants of the IGG and where participants have full clarity around the proposed change. The expectation is that impact stage would already have been carried out by participants therefore there is no material requirement to hold up the process for stages that have already been carried out.

7.12 Exceptional IGG meetings or conference calls

From time to time and in the interest of market expedience it may be necessary to schedule exceptional IGG meetings or conference calls. Scheduling of the meetings will be managed by RMDS and by agreement with market participants.

7.13 Process Diagram for Change Control Process – DR/MCR



8 Change Control Process for Code Change Requests

8.1 Parties Authorised to Raise a Code Change Request (CCR)

The CRU, Market Participants or RMDS may initiate a change to non-enumerated fields and non-conformances within the Market Schema Guide.

The list of authorised parties may be revised by the agreement of the IGG.

8.2 Purpose of a Code Change Request (CCR).

The purpose of a Code Change Request (CCR) is as follows:

- To ensure that the Market Schema Guide is maintained at regular intervals to ensure accuracy and integrity.
- Enable Non-Schema impacting changes to be applied to the Market Schema Guide quickly. As the reference point for much downstream design and development in the market both for existing and new Market Entrants, the Market Schema Guide accuracy and requirement to be kept up to date is essential.
- To allow non enumerated code changes, usually requested by the DSO, to be approved and applied quickly and to ensure the Market Schema Guide reflects changes.
- To allow non-conformance updates within the Market Schema Guide (such as spelling, missing text, inaccuracies).

8.3 Raise a Code Change Request (CCR)

- The raising party should contact RMDS in relation to their request to raise a Code Change Request (CCR).
- The Request Originator raises a CCR via the “Raise a CCR Form”, function available on the RMDS website.
- Once the online form is completed, RMDS will ensure all administrative elements of the document are correct.
- Completed online CCR’s should be submitted to RMDS no later than 3 working days before the next meeting of the IGG. Refer to the calendar function on the RMDS website to view future IGG meetings.
- Due to the CCR supporting an accelerated process, submission closer to IGG date shall be facilitated.
- Requests received after that date will be held over to the next IGG cycle.

8.4 Review & Classification of Code Change Requests by RMDS

Once the completed CCR is received RMDS will be responsible for:

- Populating the draft CCR form (see Appendix 2). Where necessary RMDS will contact the Request Originator to discuss aspects that require additional input.
- Ensuring that the change required is appropriate for a CCR. (See Appendix A within the CCR document which is attached in this document as Appendix 2).
- Bringing the CCR to the next IGG for approval. Once issued to the market the CCR will be given the status of “Issued”.

8.5 Publish CCR & Maintain CCR Registers

RMDS shall be responsible for maintaining and publishing – via the [RMDS website](#) – a register that includes the following for all CCR's:

- CCR Number
- CCR Title
- Status (which is its current status)
- Date Status Last Updated
- Link to a PDF copy of the latest version

8.6 Review Code Change Requests at IGG

At the IGG meeting, the CCR shall be presented by RMDS with support as appropriate from the Request Originator.

The CCR will be given one of the following status updates:

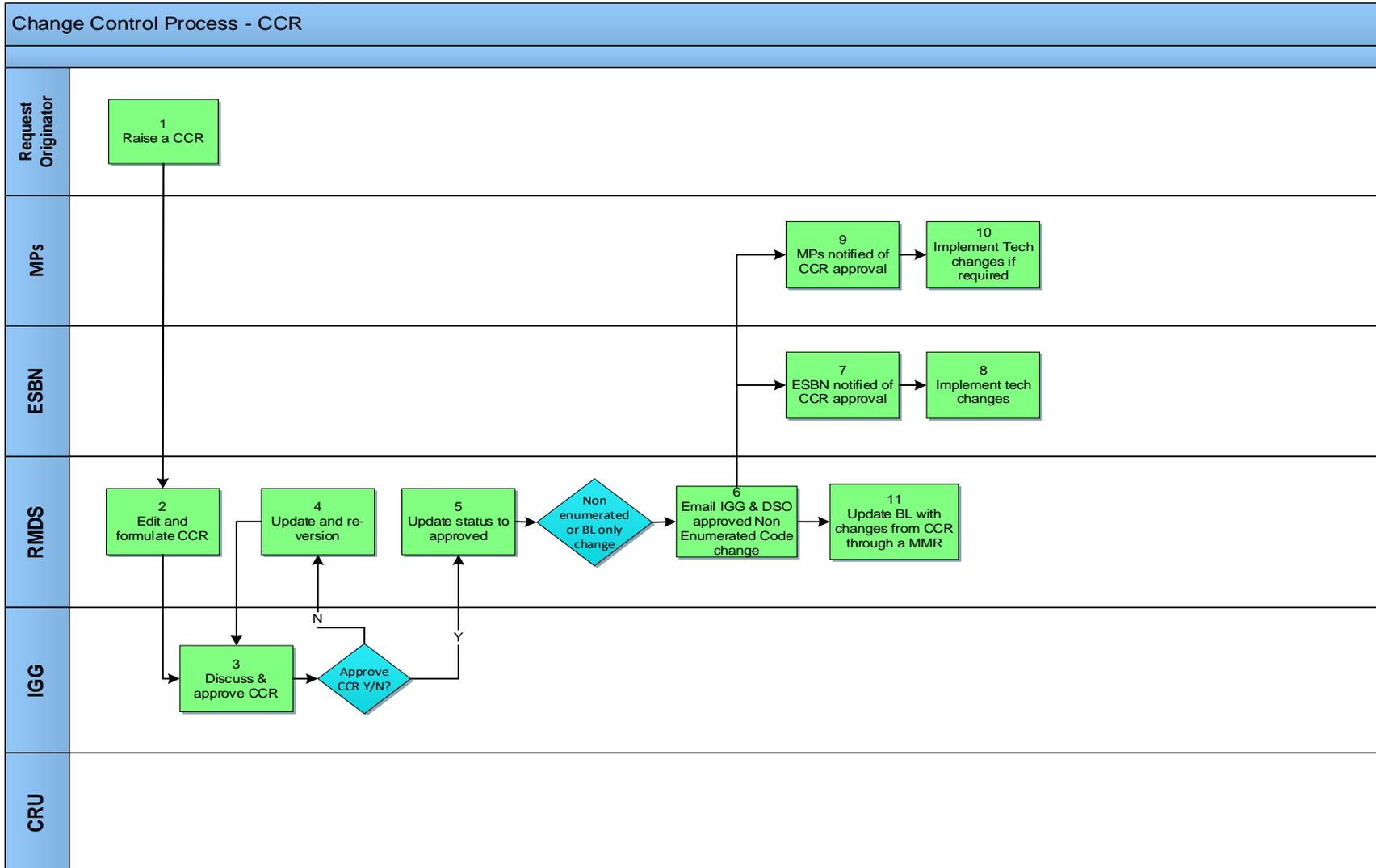
- In Progress – if further clarifications or changes are required RMDS will update the CCR and issue it out 5 days before the next IGG. The version history of the CCR will be updated accordingly.
- Withdrawn – if all parties, including the originator, decide that the CCR is no longer required or valid.
- Rejected – if the CCR is not to be considered further.
- Approved – if the CCR is approved.

8.7 Implementation of Approved Code Change Requests

The implementation date of approved CCR's is twofold:

- Non-Enumerated Code Changes are added to the Central Market System outside any Release Event.
- Changes to the Market Schema Guide will be updated via a Minor Market Release (MMR).

8.8 Process Diagram for Change Control Process – CCR



Appendix 1 – DR / MCR Form

The Discussion Request / Market Change Request Form below is completed by RMDS following receipt of an online Discussion Request. For more details see sections 7.3 and 7.4.

Page 1:

Discussion Request xxx			Title of DR					
Status	This is a Document Field	Priority	High	Status Date	03/09/2014			
Date	Version	Reason for Change			Version Status			
05/02/2018	0.1	xx			Draft			
Part 1 DETAIL OF DISCUSSION REQUEST / MARKET CHANGE REQUEST								
Requesting Organisation(s)			RMDS					
Request Originator Name			Joe Bloggs					
Date Raised			05/02/2018					
Classification of Request								
Change Type			Non-Schema Impacting					
Detail of Request								
Reason for Request								
Text Here								
Proposed Solution								
Text Here								
Scope of Change								
Design Documentation	Business Process	DBO Backend System Change	MP Backend System Change	Tibco	Supplier EUI/UK	Schema	Webforms	Event/NI/Market Website
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/09/2021			Page 1 of 3		Discussion Request xxx			



RMDS Discussion Request / Market Change Request

Market Messages	
No Impact	

Data Definitions	
No Impact	

Data Codes	
No Impact	

Market Message Guides	
No Impact	

Comments	

Market Process Diagrams – MPDs		
Market Process Diagram Number	Market Process Diagram Description	Affected <input type="checkbox"/>
None	None	None

Guidance Documentation		
Document	Version	Affected <input type="checkbox"/>
No impact		No Impact

Briefing Documents		
Document/Paper	Version	Affected <input type="checkbox"/>
No impact		No Impact

User and Technical Documents			
Reference	Name	Version	Affected <input type="checkbox"/>
No impact			No Impact

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 <small>Retail Market Design Service</small>	RMDS Discussion Request / Market Change Request	
Part 2 - Performance and Data Changes		
Market Messages volume, processing etc.		
	Data	
Details of Data changes e.g. cleansing		
Approved by	CRU	
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Appendix 2 – CCR Template

The CCR form below is completed by RMDS following receipt of an online Code Change Request. For more details see sections 7.3 and 7.4.

Page 1:

Code Change Request xxx		Title	
CCR Status	[CCR Status]	Status Date	13/05/2020

Date	Version	Reason for Change	Version Status
06/05/20XX	1.0	Issued to Market	Final

Part 1 DETAIL OF CODE CHANGE REQUEST	
Requesting Organisation(s)	RMDS
Request Originator Name	Jog Bloggs
Date Request Raised	06/05/20XX
Date of Forum where discussed	13/05/2020

Classification of CCR	
CCR Type	Code Change - Non Enumerated
Market Documentation impacted	Yes
Market Schema Guide	Data Definitions <input type="checkbox"/>
	Data Codes <input type="checkbox"/>
	Market Message Guide <input type="checkbox"/>
Market Documentation	Market Message <input type="checkbox"/>
	Message Specific Info <input type="checkbox"/>
	MPDs <input type="checkbox"/>
	Briefing Documents <input type="checkbox"/>
	Guidance Documents <input type="checkbox"/>

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	Retail Market Design Service	
Details of Code Change Request		
Background Reason for Change		
Description of Change		
/		
Baseline Change Request xxx	Page 2 of 3	Sept 2021

Appendix A

CCR Criteria

This form invokes an accelerated change process to introduce new code values for non-enumerated (non schema validated) codes/fields that already exist in the retail market design OR corrections or amendments to the Market Schema Guide document only (i.e. non conformances that are limited to non technical changes). Coded value changes will be implemented outside of a market release by the DSO.

Changes to the Market Schema Guide will be effected through a Minor Market Release (MMR) i.e. documentation change to the baseline only.

Code Changes:

To be eligible for this process, a code field must:

- *already exist in the retail market design:*
 - *Be in the current version of the market design*
 - *Be in the current version of the XML schema*
- *Be a non-enumerated code:*
 - *The current version of the XML schema does not list the permissible values of the code i.e. schema validation is on length, type and/or format only not on actual code.*
 - *The Market Schema Guide contains the list of values for informational purposes.*
 - *Market participants may or may not process the code in their back end systems in order to meet their licence and/or assurance obligations.*
 - *If the code is used, the CCR forms the communication mechanism for informing Market Participants of changes or additions to codes within the Market Schema Guide.*

Non Conformances

- *A Market Schema Guide non conformance can be defined as a textual error within the Market Schema Guide documentation. It will NOT involve any change to the XML schema.*
- *Examples of a Market Schema Guide Non Conformance include but are not limited to:*
 1. *Data item omissions from the data item tab*
 2. *Inconsistent representation of data items across tabs*
 3. *Missing Attributes/information from data items.*
 4. *Cosmetic inaccuracies (spelling, grammar etc)*

Appendix 3 – Priorities and Timeframes

A **fast-track** priority change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available work rounds); and
- Urgent (i.e. the length of the standard change control process would cause a delay to implementation)

A **high priority** change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available work rounds); and
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

A **low priority** change is one that is:

- Non-Essential (i.e. industry processes can operate acceptably without the change); or
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

All other changes will be deemed to be **Medium** Priority.